

NOA 741 – POSITION CHANGE NTE

Definition: The temporary assignment of an employee who is entitled to grade retention to another position at a grade no higher than that of the retained grade.

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Federal Position Change or open the existing 741 RPA from the Civilian Inbox.
2	Complete the REQUESTING INFO Tab of the RPA: <ul style="list-style-type: none"> Effective Date SSN (with dashes) NOA (use LOV or type it in) = 741 <TAB> then input NTE date in pop-up window Authority Code (use LOV or type it in)
3	Complete the POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> Block 15 Position Title Block 19 Step or Rate = <i>enter step "00"</i>
4	Complete the REMARKS AND ADDRESS Tab of the RPA: <ul style="list-style-type: none"> Part F – Remarks for SF-50 – <i>enter appropriate remarks</i>
5	Click on <Save> icon to save
6	Click on the EXTRA INFORMATION button and complete the following DDFs. Click <OK> and <Save> after completing each window. <p><u>US FED AGENCY DATA</u></p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save</p> <p><u>OBLIGATED INFORMATION</u> (<i>Verify that the information is correct</i>)</p> <p>Persons Obligated Position Number – system generated- PD from the "From Side" of RPA Persons Obligated Position Type – system generated = T (Temp Promotion or Temp Reass) From Posn Oblg Expir Date – system generated = NTE date on RPA From Posn Obligated Type – system generated = T (Temporary Promotion or Temp Reass) From Posn Oblg by Empl SSN – system generated = Employee's SSN</p>
7	Close <Extra Information> window to return to the RPA.
8	Click on the <Save> icon to route the RPA or to Update HR.